



ADULT COMMUNITY CORRECTIONS DIVISION STANDARD OPERATING PROCEDURES

Procedure No.: ACCD 1.6.300	Subject: CONTRACTOR REPORTS
Reference:	Page 1 of 3 plus attachments
Effective Date: 01/10/14	Revision Dates:
Signature / Title: /s/ Pam Bunke, ACCD Administrator	

I. DIVISION DIRECTIVE:

The Adult Community Corrections Division requires its contracted facilities to submit request forms and other written reports to the Division to ensure that placement of offenders in the facilities is documented and consistent.

II. DEFINITIONS:

ACCD – The Montana Adult Community Corrections Division.

ACCD Contracted Facilities – Includes Prerelease Centers (PRC), Sanction Treatment Assessment Revocation & Transition (START), Warm Springs Addiction Treatment & Change Program (WATCH), Connections Corrections Program (CCP), Passages Alcohol and Drug Treatment (Passages ADT), Passages Assessment, Sanction & Revocation Center (Passages ASRC), NEXUS Correctional Treatment Center (NEXUS), and Elkhorn Treatment Center (Elkhorn).

Department – The Montana Department of Corrections.

Prerelease Facility Contract Manager – The Department's employee who acts as the liaison for services and monitors the contractual agreements between the Department and prerelease centers: Alpha House PRC, Gallatin County Re-entry Program, Butte PRC, Great Falls Transition Center, Helena PRC, and Missoula PRC.

Treatment Facility Contract Manager – The Department's employee who acts as the liaison for services and monitors the contractual agreement between the Department and ACCD contract treatment facilities: START, CCP, Passages, Elkhorn, Nexus, and WATCH.

III. PROCEDURES:

Contracted facilities will submit the correct forms and other written reports as required by the Department. Required forms and written reports will be submitted to the ACCD in a timely manner. Whenever possible, reports shall be submitted electronically in WORD and/or PDF format to either the Prerelease Facility or Treatment Facility Contract Manager (Contract Manager) at the appropriate mailbox and using the appropriate subject line format.

A. Submission to ACCD

In an effort to better review, process, and retain submitted forms and reports, they will be submitted in a specific manner. Email addresses will be used to submit request forms and written reports. Subject lines for each email address will contain specific information based on the address being used. See *ACCD 1.6.300(A) Email Subject Lines-Contractor Reports* (attached).

Procedure No.: 1.6.300	Chapter: Administration and Management	Page 2 of 4
Subject: CONTRACTOR REPORTS		

B. Report and Submission Schedule

ACCD 1.6.300(B) Submission Schedule for Contractor Reports (attached) must be used as a summary of reports, invoices, and other submissions each contractor is required to submit. All submissions will be completed within ten (10) working days of the due date unless specific timeframes are given, using the appropriate email address and the appropriate email subject line pursuant to *ACCD 1.6.300(A) Email Subject Lines-Contractor Reports* (attached).

C. Progress Reports and Discharge Summaries

1. All progress reports and discharge summaries will be completed on *ACCD 4.1.100(F) Progress/Summary Report*. Each *Report* will be submitted in an individual email by offender to the appropriate email address and with appropriate email subject line (see *ACCD 1.6.300(A)* attached).
2. If an offender's stay at a treatment facility extends beyond the program-specific authorized length of stay, contractor must submit progress reports to ACCD every 30 days until the offender is released or terminated from the program.
3. A PRC initial progress report will be submitted 120 days after an offender has obtained residency at the center. Progress reports will then be due at 180 days of residency and every 30 days thereafter.
4. Progress notes will be maintained on all offenders. Progress notes will provide documentary evidence of person-to-person services provided to the offender; document the progress the offender makes in attaining goals; and record modifications to the offender's individualized treatment plan and the reasons for such modification.
5. The Department reserves the right to request more frequent progress reports on problematic or special needs offenders.
6. Contractor shall complete a final Discharge Summary on each offender using *ACCD 4.1.100(F) Progress/Summary Report*, and submit the *Report* to the appropriate Contract Manager at coraccdreports@mt.gov within ten (10) days of the offender's release or termination. A copy of this report will also be forwarded to the MSP Classification Bureau/MWP Records, Prerelease Center (if applicable) and, in the case of offenders being released to supervision, the Probation & Parole office that will supervise the offender.
7. For treatment programs, the *Progress/Summary Report* completed for a Discharge Summary will include: progress and final placement within current ASAM placement criteria; an account of the offender's response to treatment; a review of the individualized treatment plan and corresponding progress; resolution of identified problems; specific foundation errors and core beliefs identified and addressed; progress in specialty groups and classes attended; and treatment overview, concerns, and continuum of care recommendations, including an individualized aftercare plan.
8. Contractor shall retain all original reports in offenders' records.

Procedure No.: 1.6.300	Chapter: Administration and Management	Page 3 of 4
Subject: CONTRACTOR REPORTS		

IV. CLOSING:

Questions regarding this procedure should be directed to the Contract Manager.

V. FORMS:

ACCD 1.6.300(A)	Email Subject Lines-Contractor Reports
ACCD 1.6.300(B)	Submission Schedule for Contractor Reports

Procedure No.: 1.6.300	Chapter: Administration and Management	Page 4 of 4
Subject: CONTRACTOR REPORTS		